



UNIVERSIDAD DE LOS ANDES

N.I.T. 860.007.386-1
Cra. 1 N° 18A - 12
Bogotá, Colombia

FOR-25-5-01-03

SUPPLIER / CREDITOR REGISTRATION

Required information to create your organization in the suppliers system of Universidad de los Andes.

Please fill all shaded fields. If not applicable, indicate N/A.

Attach: Bank certificate issued by your financial institution, chamber of commerce certificate and RUT (Tax single registration). For individuals, ID photocopy.

Any amendment, fake or incomplete information will automatically invalidate this form.

1. COMPANY IDENTIFICATION

Company Name or Owner Name Identification Number
Commercial Name Currency for SAP Transactions E-Mail Address
Address City
State Country Post Code Phone Number Fax Number

2. LEGAL REPRESENTATIVE INFORMATION

Last Name First and Middle Names Identification Number Phone Number Fax Number E-Mail Address

3. CONTACT PERSON INFORMATION (FOR SENDING PURCHASE ORDERS AND GENERAL CORRESPONDENCE)

Name Phone Number E-Mail Address

4. BANK INFORMATION

Bank Account Number Account Type ABA Code SWIFT Code
Account Country Account Currency Bank Address

5. PAYMENT CONDITIONS

Payments will be made 30 days after bill approval. All payments will be issued in the name of the Company

6. TAX INFORMATION

Brief description of the product/service to be supplied to the University
Resolution Number and Date
Your company is cataloged as major contributor Yes No
Your company is cataloged as auto-retainer Yes No
Your company is cataloged as nonprofit entity Yes No
Your company is Retention Agent in Sales Tax Yes No
Your company is Retention Agent in ICA (Industry and Commerce Tax) Yes No
Your operations are subject to IVA (VAT) Yes No
Indicate Tax System (Taxation) Common Simplified
If your company must declare Industry and Commerce Tax, please indicate the CIIU (International Standard Industrial Classification code) in Bogotá Code Rate

Legal Representative Signature

\*\*Only for internal University use INFORMATION TO FILL BY TAX RESPONSABLE

Table with columns: Name, Signature, Tax Code (Seal blanks), Type, Indicator. Includes IVA, ICA, Rete Fuente (Withholding), Cine.

Send this file via email (BLANK)

\*\* Only for internal Uniandes use\*\* PURCHASING INFORMATION

Approval
Date

VENDOR